

Maine State Housing Authority (MaineHousing)  
 WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
**PROJECT COVER SHEET**

**INSTRUCTIONS:** The WAP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

PRIMARY APPLICANT			
Name (or Entity)			
	First	MI	Last
Mailing Address			
City State Zip			
Phone			
Email			

OWNER (if different than Applicant)			
Name (or Entity)			
	First	MI	Last
Mailing Address			
City State Zip			
Phone			
Email			

PHYSICAL ADDRESS (PROPERTY)	
Property Street	
Property City State Zip	

COMMUNITY ACTION AGENCY (CAA)	
CAA Name	
Mailing Address	
City State Zip	
Phone	

PROJECT	
Work Order #	
Work Order Issue Date	
Completion Date	

Representative Name	
Representative Phone	
Representative Email	
Technician Name	
Technician Phone	
Technician Email	
Inspector Name	
Inspector Phone	
Inspector Email	

**Project Cost**

CONTRACTOR (CREW)	
Contractor Name	
Mailing Address	
City State Zip	
Representative Name	
Representative Phone	
Representative Email	

COMMENTS

## DOCUMENT CHECKLIST

**INSTRUCTIONS:** The following project documents are required by MaineHousing. Use this checklist to indicate which final/signed documents have been uploaded to HEAT Enterprise. Bundle documents and upload to "Bundle- WAP Final Documents" in HEAT Enterprise > WAP Documents:

**Required Documentation:**

- Consent Form
- Proof of Ownership
- Power Source Signoff
- ASHRAE Calculation (*in RED or Excel*)
- Final Ventilation Checklist (ASHRAE)
- Inspection Completion
- Thermal Barrier Application (*if applicable*)
- Contractor Invoice
- Contractor Release of Liens
- Insulation Certification
- CTE Documentation
- Pre, Post & Elevation Photographs (*4 sides*)
- Drawings/Footprint
- Approved Waiver(s) (*if applicable*)
- Rental Agreement (*if applicable*)

**Deferred Projects must include the following:**

- Deferral of Services Notice

**Appliance Repair/Replace must also include the following:**

- Appliance Replacement Consent
- Technician Evaluation
- Photograph of existing and replacement appliance with tag
- Appliance vendor invoice for delivery, install and/or repair
- Vendor Release of Liens